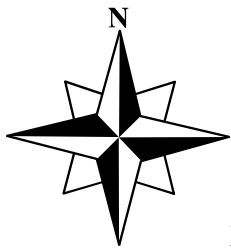


Career Management: Policy and Practices



March 1998

Chief of Chaplains

Navy

Marines

Coast Guard

Merchant Marines

ADVANCED EDUCATION.

Instructions: OPNAVINST 1520.23
parag. B,2
OPNAVINST 1000.16G,
parag. 3
NAVPERS 15839H
CNP Memo, 11 Mar
94 w/ encl
BUPERSINST 5400.11

Authority: BUPERS Code 4414

Cognizance: Chief of Chaplains, Plans,
Programs & Professional
Development

General Guidance

Chaplains are nominated to postgraduate school or the Pastoral Care Residency (PCR) programs in order to meet established Navy requirements. The selection process begins eighteen months prior to the convening date of the study. The February LT Selection Board members are constituted into an administrative board which selects prospective students. All chaplains meeting the requirements are automatically considered for selection to the program. Indicate your desires on the Officer Preference Card on file with the Detailer. Use the instructions noted above to determine ID numbers of options in fields of study. Criteria for selection are based in part upon:

- LCDR (Sel) through mid-grade LCDR (four years time in grade);
- Sub-specialty code billet fill requirements;
- Chaplains who fail to select for promotion are not eligible to attend PG school;
- Orders to PG school or the PCR carry the same obligation as any other set of PCS orders. A selectee cannot negotiate to attend in a different school year.

Due to fiscal constraints, detailing requirements and needs of the Navy apply in selection of location, duration and type of study. For example, one objective is to produce low cost or no cost PCS moves.

PG school students will be assigned areas of study and research not only to meet sub-specialty billet code requirements but will also

be requested to complete research papers and/or thesis that will enable them to function as subject matter experts as needed by the Chaplains Corps. The Chaplain Resource Board functions as the repository for all professional paper of advanced studies participants.

Chaplains detailed to supervisory billets are required to attend the Naval Chaplains School's Supervisory Course.

AUGMENTATION.

Instructions: SECNAVINST 1210.5A

Authority: BUPERS 811

Cognizance: N097, Community
Management Branch

General Guidance

LCDRs can request augmentation by non-board action by submitting a memo to BUPERS Code 811 via the chain of command. Include date of rank. An augmentation slot will be offered when one comes available. The only way a chaplain can augment is through selection to 04 or above by an active duty board. Those chaplains requesting augmentation must request a new Endorsement which is to be sent to the cognizant office as noted above. Any inactive LCDR who is recalled to active duty and desires augmentation must be on active duty for twelve months and be selected by an active duty selection board to 05 or above before they submit a request for augmentation.

"Just as a pastor is the leader of a church, you are called to be the leader of your personal ministry, and to live that ministry in accordance with God's expectations and desires for you . . . Seek to determine what is God's vision for your life and ministry (by) knowing yourself, knowing God, knowing your circumstances, and receiving and discerning counsel of others."

George Barna, The Power of Vision

BCNR (BOARD OF CORRECTION OF NAVAL RECORDS)

Instructions: BUPERSINST 1610.10,
Encl (2) Annex S(6)

Authority: BCNR, Bureau of Naval
Personnel

Cognizance: Fit Reps BUPERS 4414
Date of Rank, etc. Chief
of Chaplains,
Manpower, Facilities
and Policy

General Guidance

A member may petition the BCNR for correction of error or removal of injustice in a fitness or evaluation report. Petitions must be submitted on DD Form 149, Application for Correction of Military Record Under the Provisions of Title 10, U. S. C., Sect. 1552. Petition must be received by the BCNR no less than 4 months before the board convenes. The BCNR normally will not act on a petition if any other type of appeal is pending or in progress.

RETENTION.

Instructions: - -

Authority: BUPERS Code 813

Cognizance: BUPERS Code 4414

General Guidance

Chaplains in their first tour request "retention" or "indefinite extension" on active duty. (The term 'retention' should be used expressly for chaplains who desire to remain on active duty beyond their statutory release date.) Requests, including a new ecclesiastical endorsement, should be submitted to the Secretary of the Navy, via the chaplain's chain of command and BUPERS Code 813. A six to nine month lead time is advisable. BUPERS 4414 can provide additional guidance as needed.

EXCEPTIONAL FAMILY MEMBERS (EFM) PROGRAM.

Instructions: SECNAVINST 1754.5 and
Enrollment Form

Authority: BUPERS Code 6

Cognizance: BUPERS 4414

General Guidance

An EFM is any legal dependent who exhibits a physical, mental, or emotional handicap as documented by medical and subsequently enrolled in the EFM program. Chaplain families who are enrolled in the program should note their enrollment on the bottom of their preference card and ensure that the Detailer is aware to facilitate the detailing process.

MICROFICHE RECORD.

Instructions: BUPERSINST 1610.10
Annex S (5)a
NAVPERS 1070/879

Authority: BUPERS Code 312

Cognizance: BUPERS Code 4414

General Guidelines

Requests for copies of your personnel record should be made well in advance of any Selection Board review of the record; currently 18 months. Ensure that no fitness reports are missing; no gaps are present in reporting/detaching dates; all awards are present; any special training - Navy schools/training certificates are noted. Make requests in writing to the BUPERS authority listed above.

In the near future Merlin computer software will allow service members to view their 'fiche' at a computer terminal at their local PSD.

PHOTOGRAPHS.

Instructions: --
Authority: BUPERS Code 312
Cognizance: BUPERS 4414

General Guidance

Service record photographs should be updated periodically, normally within 18 months prior to going before a Selection Board and after each promotion, or in the rare event photograph specifications are changed. Local personnel support offices provide assistance in submitting the photograph.

PRD EXTENSION.

Instructions: --
Authority: Local Command
Cognizance: BUPERS Code 4414

General Guidance

Extension of rotation dates (PRD) should be discussed with the local commander and the Chaplain Corps Detailer. Make written request to the cognizant office listed above.

OFFICER PREFERENCE AND PERSONAL INFORMATION CARDS.

Instructions: NAVPERS 1301/1
(REV 10-83)
Authority: BUPERS Code 4414
Cognizance: BUPERS Code 4414

General Guidance

Submit a new card twelve to fourteen months prior to PRD. Be sure to give denomination in the remarks section as well as other pertinent information such as EFM enrollment, active duty spouse and spouses' SSN, as well as other helpful information.

PERFORMANCE SUMMARY RECORD (PSR).

Instructions: BUPERSINST 1610.10
Annex S (5)b
Authority: BUPERS Code 322
Cognizance: BUPERS Code 4414

General Guidance

The PSR provides a summary of each fitness or evaluation report, and other career data. The selection boards use the PSR as an aid in reviewing the microfiche record. To request a copy of the PSR, write to the authority listed above. Include your name, rank, mailing address, SSN, and signature. Do not request microfiche and PSR in the same letter. (Note: The PSR replaces the Officer Summary Record.)

Little things are often the difference between quality ministry and just ministry:

- *A friendly voice on the end of the line that says, "Good morning, may I help you?" Or perhaps, "No, she isn't in at the moment. May I have her return your call?"*
- *A warm, clean, colorful entrance to the chaplain's spaces that is inviting and welcoming, a reception area that says, "We are glad you're here."*
- *Chaplains who support each other, have nice things to say about colleagues, are quick to share, and are generous with acceptance and praise.*
- *Fair and honest seniors who ensure a pleasant workspace and make success more than just a dream.*
- *Clergy without ulterior motives, respectful of those who come to worship or seek assistance, and who regard the welfare of Sea Services' men and women as a calling and special trust.*

INDEFINITE EXTENSION.

Instructions: NAVPERS 1200/1
 BUPERSINST 1001.39B

Authority: BUPERS Code 4414

Cognizance: BUPERS Code 4414

General Guidance

Any chaplain eligible for retention on active duty beyond their initial three-year Obligated Service Agreement (OSA) should submit a request, via the commanding officer, to BUPERS Code 4414. The chaplain should also request an endorsement from their faith group. This endorsement can be sent directly from the endorser to BUPERS Code 4414. Requests are considered twice each year--usually May and November--by the Chaplain Active Duty Retention Advisory Group (CADRAG). Requests received less than 30 days prior will not be accepted and the officer will be considered for release at the end of their OSA.

RETIREMENT.

Instruction: NAVMILPERSMAN
 3860280 (SSIC
 1810/020)

Authority: BUPERS Code 82

Cognizance: BUPERS Code 4414
 N097, Community
 Management Branch

General Guidance

Chaplains considering voluntary retirement are urged to give the detailee a six to nine month advanced notice so a relief can be identified. The request should be forwarded to SECNAV via the commanding officer, BUPERS Code 4414 and BUPERS Code 82 and a personal note to the Office of the Chief of Chaplains, Code N097A. 06 retires at age 62 or at 30 years of commissioned service. 05 retires at age 62 or 28 years of commissioned service.

SELECTION BOARD INPUT.

Instructions: NAVMILPERSMAN
 2220110
 NAVMILPERSMAN
 2220120
 BUPERSINST 1610.10 S-10

Authority: BUPERS Code 26

Cognizance: BUPERS Code 26

General Guidance

Chaplains who are in the primary zone for promotion may make written submission to the President of their Promotion Board (include a cover letter and indicate which board, e.g., Active LCDR Staff Corps 4105/4100 Promotion Board). Such contact with this board must be made directly by the chaplain whose name is going before the board.

Letters to Promotion Boards are not a routine practice. However, they are advisable when an award, fitness report or other pertinent data is received within a six to eight month window just prior to the convening of that board, e.g., there is insufficient time for the material to be entered on electronic data for board use. Chaplains are well advised to seek a mentor's advice regarding letters to such boards.

*"Valor, religion and character--
our highest honor goes to men
and women who themselves seek
no honor; but bear all three."*

*Honorable John Dalton,
Secretary of the Navy*

VOLUNTARY RELEASE FROM ACTIVE DUTY
(VOLRAD).

Instructions: NAVMILPERSMAN 3820150

Authority: BUPERS Code 4414

Cognizance: BUPERS Code 4414

General Guidance

Any 4105 chaplain who desires to leave active duty either before or after expiration of their Obligated Service Agreement must make the request via their commanding officer directly to BUPERS Code 4414. If approved the chaplain retains the commission and continues to serve in the inactive reserves.

LIMITED DUTY

Instructions: NAVMILPERSMAN 1810520
(SSIC 1301/010)

Authority: BUPERS Code 821A

Cognizance: BUPERS Code 4414

General Guidance

Placement of a chaplain in a "limited duty" status is processed via the chaplain's command to BUPERS Code 821A. This process begins at Medical, possibly involving a Physical Evaluations Board (PEB) or other evaluations.

Chaplains are advised to inform the detailer once the process is underway. Read the important guidance provided in the instruction noted above.



COMMAND RELIGIOUS PROGRAM
MANAGEMENT

General Guidance

Because chaplains are responsible for managing the command's religious program, a solid working knowledge of pertinent directives and instructions is the *minimum requirement* in successfully providing ministry for sea services people.

Instructions: SECNAVINST 1730 Series
OPNAVINST 1730
and Others

Authority: Chief of Chaplains

Cognizance: All chaplains

U. S. Navy Regulations, Articles 0817/0820,
(Observance of Sunday and Spiritual/Moral
Welfare of personnel, respectively.)

SECNAVINST 1730.7A, "Religious Ministries within the Department of the Navy." This instruction defines the mission of the Chaplain Corps and delineates the responsibilities, functions and duties of Chaplains. Specific mention is made to: chaplains' non-combatant status and the prohibition against bearing arms; outside employment, confidentiality, collateral duties and more.

SECNAVINST 1730.8, "Accommodations of Religious Practices in the Department of the Navy." This instruction parallels the DODDIR 1300.17 in content and applicability. It notes procedures used to request religious accommodation recognizing that individual commands will be affected in differing ways as requests are made.

SECNAVINST 1730.3G, "Employment of Civilian Clergy." This instruction defines "auxiliary" and "contract" clergy appointment procedures and delineates their duties, functions, and responsibilities.

SECNAVINST 7010.6, "Religious Offering Fund." This instruction prescribes management and use of the Religious Offering Fund (ROF). Custodian duties involve not only accountability for funds but knowledge of limitations and special requirements regarding expenditures from nonappropriated funds. Do not use this fund for expenditures covered by OPTAR.

SECNAVINST 1736.1, "Ministry to Jewish Personnel Overseas." This instruction provides policy and guidelines for the conduct and resource support for overseas ministry to Jewish personnel and their families.

OPNAVINST 1730.1C, "Religious Ministries in the Navy." This instruction implements the SECNAVINST 1730.7A and establishes policy, responsibilities, fiscal support and procedures for religious ministries in the Navy. It defines a level of support which impacts ROF management.

MARINE CORPS ORDER 1730.6G, "Command Religious Programs in the Marine Corps." This instruction defines the mission of the Chaplain Corps and delineates the responsibilities, functions and duties of chaplains.

MARINE CORPS ORDER 4400.154, "Religious Ministry Supplies and Equipment." This order provides policy and management principles for the acquisition of material, supplies, and equipment for the provision of religious ministry in the Marine Corps.

NAVMILPERSCOMINST 1770.1, "Casualty Assistance Calls Program Manual." This manual describes command coordination responsibilities for casualty assistance calls in CONUS. It defines lines of authority, functions and administration of the program and requires a listing of chaplains to accompany CACOs upon notification of NOK of death or missing status. The chaplain accompanies a CACO officer, assigned by the command, on the initial visit. Never assigned as the primary CACO officer, the chaplain needs some knowledge of the grief response and the grieving process. CACO officers, as well as family members, benefit from the chaplain's expertise in ministry to the bereaved.

SECNAVINST 1900.10A, "Administrative Separation of Chaplains Upon Removal of Professional Qualifications."

COMDTINST M1730.4B, "Religious Ministries Within the Coast Guard." This instruction provides guidance for chaplains serving with the Coast Guard.

NAVMILPERSMAN 1731-10, "Observance of the Sabbath." Addresses observance of the Sabbath and includes those who do not celebrate it on Sunday.

NAVMILPERSMAN Article 4210280. Ceremonial procedures for Burial at Sea.

NAVMILPERSMAN Article 4210290. Preparation for the Burial at Sea ceremony.

NAVMILPERSMAN Article 4210300. Deck plan for the ceremony; information provided the next of kin of the committal.

NAVPERS 15555C, "Navy Military Funerals." This booklet contains an order of service for committal of Protestant, Catholic, Jewish Eastern Orthodox, Muslim, and Buddhist personnel.

Naval Telecommunications Pub. 13: Flags/Pennants and Customs. Chapter 17 of this publication contains information on the appropriate use of the church and Jewish worship pennants.

Primary References:

NAVPERS 15620, "Resolving Conflict: Following the Light of Personal Behavior." This 21-page booklet explains the informal resolution system for resolving conflict in the workplace. Pages 2 and 6 reference the chaplain as a source of advice and support.

OPNAVINST 5354.1, "Equal Opportunity Manual." This extensive manual contains a wide range of topics: outlines procedures for handling equal-opportunity in off-base housing (junior personnel are easy targets for unfair rental/housing practices); quality of life survey procedures; awards, recognition, performance evaluation, complaints and grievances; discusses groups which practice discrimination--hate groups, etc.